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Clerk-Typist, GS-4

Incumbent:

25X1A9a

Review and Publications Branch
Reports Division (D/R), O/RR

As Clerk-Typist, Review and Publications Branch, D/R, aids the Editorial Assistants in proofreading and assists in the dissemination of receipts, papers, and publications and, as required, in maintaining the log. Also assists in maintaining all the files of D/R and in the procurement of equipment, supplies, and services.

Requires in typing not only facility and speed but also a high degree of accuracy and neatness and cleanness of copy in order to conserve time and materials, maintain an uninterrupted flow of work, and insure the mechanical correctness of the final copy for despatch or publication.

Types rough drafts onto stencils and ditto sheets when necessary with a minimum of direction and explanation. Types, when directed, various memoranda and forms connected with the initiation and control of projects. Must be familiar with various formats of publications and able to preserve accuracy, neatness, and cleanness of copy under pressure. Runs the ditto machine as required.

Performs miscellaneous duties as required, such as relaying messages and delivering documents. Must be familiar with office procedures and O/RR staff procedures.